



Getting Started with EPSS:

Evaluators

RI Model

Table of Contents

What is the EPSS?	3
EPSS Navigation.....	3
Evaluator Caseload Management.....	5
Beginning-of-Year Tasks	6
Throughout-the-Year Tasks	7
Online EPSS Help Resources	8

What is the EPSS?

The Educator Performance and Support System (EPSS) is an online statewide data system that will launch at the beginning of the 2012-13 school year. Funded by Rhode Island's Race to the Top Grant, the EPSS plays an important role in furthering RIDE's long-term commitment to support educator evaluation focused on professional growth and student learning.



The EPSS will capture all critical information associated with teacher and administrator evaluations and streamline the process for both educators and evaluators. For districts adopting the RI evaluation model(s), the EPSS will provide access to all forms, components, and scoring features required for implementation, as well as guidance to support the evaluation process.

EPSS Navigation

There are several tasks that should be completed at the start of the school year. These include: signing in to the RIDE portal and accessing EPSS; confirming that your user information is correct in EPSS; and familiarizing yourself with the evaluator dashboard (i.e. "My Caseload").

Log into EPSS via the RIDEmap Portal

1. <https://ridemap.ride.ri.gov>
2. Refer to instructions from RIDE if needed.

Confirm Personal User Information

1. Refer to the grey banner beneath the RIDE logo.
2. Review and confirm the accuracy of the following:
 - a. Name
 - b. District
 - c. Primary Building



Review Evaluator Dashboard: My Caseload

My Caseload

REPORTS (1)

- Caseload Detail View
- Trend Explorer Reports
- Rubric Explorer Reports

SCHOOL INFO

- Administrator Student Learning Objectives

Evaluation Administration - Process View (2)

Status: Any Status Type: Any Type Building: Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
Allipia, Dave	Teacher	08/01/2011-06/30/2012	0 of 9	In Progress
Ateer, Mark	Administrator	08/01/2011-06/30/2012	1 of 5	In Progress
Case, Tiffany	Administrator	08/01/2011-06/30/2012	0 of 6	In Progress
Chovey, Ann	Building Administrator	06/01/2012-06/30/2013	0 of 7	In Progress

Page 1 of 1 Displaying users 1 - 11 of 11

Evaluation Profile (3)

Allipia, Dave (RIDE_Demo15 Teacher) Building: HS

Component Name	Progress	Status
Beginning of Year: Teacher	0 of 5	In Progress
Classroom Observation #1	0 of 1	In Progress
Classroom Observation #2	0 of 1	Incomplete
Mid-Year: Teacher	0 of 1	In Progress
Classroom Observation #3	0 of 1	In Progress

1. Use the **Left Navigation Bar** to access links to EPSS reports and to school-level and LEA-level reference documents uploaded by your school and/or LEA.
2. Use the **Process View** to see a high level status of all educators within your purview with many filter and sort options to manage evaluations. Use the "Last Name" box to quickly find a specific educator.
3. Select an educator from the list to see that user's **Evaluation Profile** and access designated components/forms in the user's evaluation cycle below.

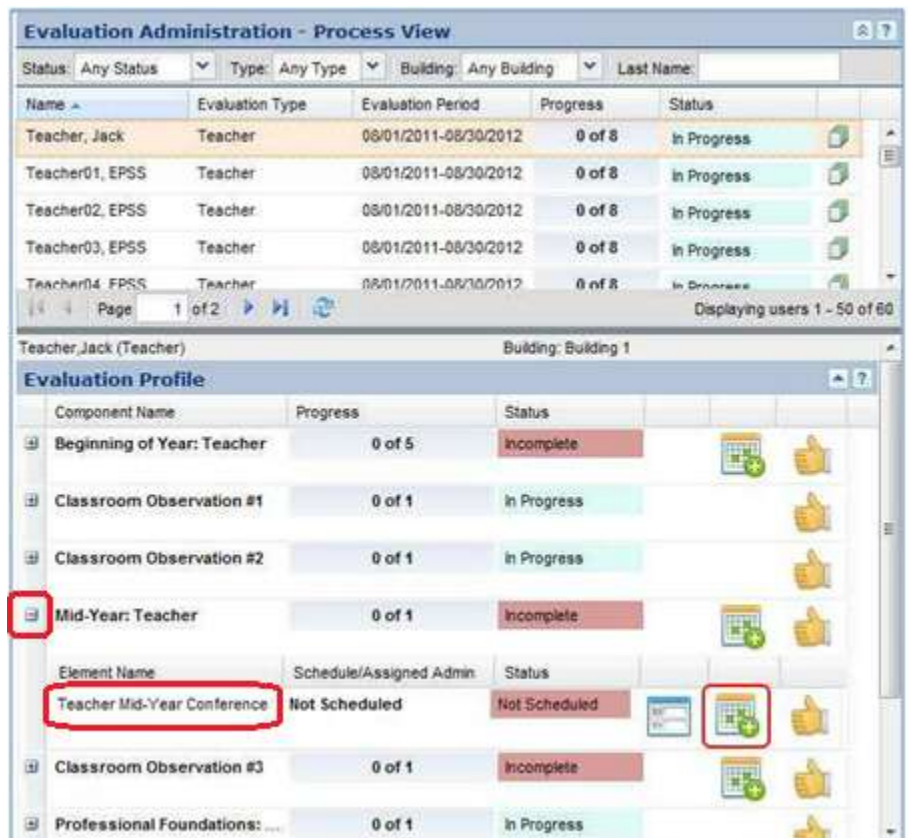
Evaluator Caseload Management

Each evaluator's caseload will be populated with the appropriate users to enable evaluators to participate in the evaluation process of assigned educators. Depending on your role, your caseload will either be automatically populated by the RIDE Data Mart - and then adjusted as needed by your district's designated EPSS District Configuration Administrator (DCA) - or the DCA will assign your entire caseload. **Please note:** you will not see the "My Caseload" tab until you have at least one person assigned to your caseload.

Note that you may have varying degrees of access to participate in the evaluation process for the educators within your purview. For example, a principal may have full access to View, Comment, and Submit (edit) forms for all educators in the building while a complementary evaluator may have rights to View and Comment on specific components of the process for specified users.

1. Use the **Process View** (located in the top half of the "My Caseload" tab) as a high level status overview of the educators within your purview.
2. Select a user in the Process View to reveal that user's **Evaluation Profile** in the bottom half of the "My Caseload" tab. The Evaluation Profile shows all components and forms in that user's evaluation cycle.
3. Expand a component using the "plus" symbol to the left of the component name to view the form(s) within (e.g. Teacher Mid-Year Conference form).
4. Use the available icons to the right of each form as needed:

- **Complete/View** (form)
- **Schedule** (calendar)
- **Finalize** (thumbs-up)



Name	Evaluation Type	Evaluation Period	Progress	Status
Teacher, Jack	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher01, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher02, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher03, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher04, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress

Component Name	Progress	Status
Beginning of Year: Teacher	0 of 5	Incomplete
Classroom Observation #1	0 of 1	In Progress
Classroom Observation #2	0 of 1	In Progress
Mid-Year: Teacher	0 of 1	Incomplete
Classroom Observation #3	0 of 1	Incomplete
Professional Foundations: ...	0 of 1	In Progress

Element Name	Schedule/Assigned Admin	Status
Teacher Mid-Year Conference	Not Scheduled	Not Scheduled

Beginning-of-Year Tasks

There are several action items for evaluators at the beginning of the year, including scheduling conferences and reviewing educator-submitted forms. The following tasks are completed by evaluators at the beginning of the year.







1. From an educator's **Evaluation Profile**, expand the **Beginning-of-Year** component, in order to:
 - a. Reveal the **Schedule icon** adjacent to the **Beginning-of-Year Conference** form to schedule the conference.



- b. Click on the **Complete/View Form icon** to review an educator's submitted **Professional Growth Plan** (or Performance Improvement Plan). (Note that you will receive an email notification when any form has been submitted by an educator within your purview, so you will know to log into EPSS and review the form.)



2. Expand the **Student Learning Objectives** component to access the **Student Learning Objectives Approval** form.

Student Learning Objecti...	0 of 2	Incomplete		
Element Name	Schedule/Assigned Admin	Status		
Student Learning Objectives Approval...	Not Scheduled	Not Scheduled		
Student Learning Objectives Scoring ...	Unassigned	Incomplete		

For additional guidance, including form-specific Help topics, click on EPSS Help link in the upper right corner or go to the EPSS web site to download step-by-step instructions:

<http://www.ride.ri.gov/EducatorQuality/EducatorEvaluation/EPSS.aspx>

Throughout-the-Year Tasks

Review/Upload Evidence

1. Click on the **Portfolio** icon to the far right of a user's entry in the Process View (on the "My Caseload" tab).

Evaluation Administration - Process View				
Status:	Any Status	Type:	Any Type	Building: Any Building
Last Name:				
Name	Evaluation Type	Evaluation Period	Progress	Status
Allippa, Dave	Teacher	08/01/2011-06/30/2012	0 of 9	In Progress
Ateer, Mark	Administrator	08/01/2011-06/30/2012	1 of 5	In Progress

2. View a list of any artifacts that have been previously uploaded.
3. Click on the **Download** icon that shows the file format to open an artifact.
4. Click the **Add Artifact** button to upload an artifact.

Add Artifact				Search	Show Previous Cycles
Name	Upload Date	Upload User	File		
Artifact 1	4/3/2012	RIDE_Demo15	Artifact_1.docx		
Artifact 2	4/4/2012	RIDE_Demo15	Artifact_2.wav		
Artifact 3	4/4/2012	RIDE_Demo15	Artifact_3.pdf		
Artifact 4	4/4/2012	RIDE_Demo15	Artifact_4.xlsx		
Professional Growth Plan	6/13/2012	bettyride	Professional_Growth_Plan		
SLO Artifact 1	5/1/2012	Gregride	word_file_SLO_evidence.d		

Schedule and Complete Classroom Observations or School Site Visits

As needed, go to an individual's **Evaluation Profile**, in order to expand components to access, schedule, and complete **Classroom Observations** or **School Site Visits**.

	Classroom Observation #1	0 of 1	In Progress
	Classroom Observation #2	0 of 1	In Progress

Add Data to Professional Foundations Form (for evaluators of teachers only)

As data is acquired that supports a teacher's Professional Foundations performance, access the **Teacher Professional Foundations Notes** form from the Evaluation Profile to open and edit the form (using the **Complete/View Form icon**). Click **Save** after each time that you access the form. (Do not Submit the form until the end of the Evaluation Cycle.)

Element Name	Schedule/Assigned Admin	Status	
Teacher Professional Foundations...	Unassigned	Incomplete	

Understanding Optional Forms

You may see forms for many of the educators in your purview that you

Teacher Performance Improve...	Unassigned	Incomplete			
--------------------------------	------------	------------	--	--	--

anticipate not using, such as the **Performance Improvement Plan**, optional **Classroom Observations**, or optional **School Site Visits**. It is advised to leave those potentially unused forms in place, and then click the **Finalize** (thumbs up) icon to the right of each unused form at the end of the Evaluation Cycle.

Online EPSS Help Resources

Within EPSS

Within EPSS, all users will always have a “Help” link in the top-right corner of the screen. This will launch the EPSS online help system. This support documentation knowledgebase features a context-sensitive search along with convenient buttons for quick access to online videos and manuals.

Additional Information

For more information and to access training guides and videos, please visit RIDE’s official EPSS website:
<http://www.ride.ri.gov/educatorquality/educatorevaluation/EPSS.aspx>